

## **ATTORNEY ADMISSIONS**

Applications for admission to the Bar for the Southern District of Texas may be obtained from the Attorney Admissions Clerk in The Clerk's Office or at our Web Site [www.txs.uscourts.gov](http://www.txs.uscourts.gov). Eligibility extends to any member in good standing of the State Bar of Texas who is a resident of, or maintains his or her office in Texas and to any attorney who is a member in good standing of the Bar of any other United States District Court.

Each applicant must file an application with the Clerk, accompanied by the following:

- 1) A check in the amount of \$50.00 payable to: Clerk, U. S. District Court.
- 2) A xerox copy of your State Bar card.
- 3) An ORIGINAL Certificate of Good Standing from another Federal Court.
- 4) A self-addressed, stamped envelope for notification purposes.

After a review of the application, the Court will admit or deny admission. A person not admitted may request a hearing to show why the application should be granted. The hearing will be conducted under the procedures for disciplinary matters.

An approved applicant must attend a workshop held by the Court before being admitted, unless the applicant either is over seventy years old or resides out of the district and is a member of a bar of another United States District Court. Former Circuit, District, Bankruptcy and Magistrate Judges are exempt from attending the workshop.

- 1) On approval of an application the clerk will notify the applicant, giving the locations and dates of the next workshops.
- 2) Applicants must attend an approved workshop.

Members of the bar must reapply every five years from the date of admission by filing a Renewal Questionnaire for Admission to Practice. If a member fails to reapply before the expiration of the term, a later application will be treated as an original application, requiring reapproval and attendance of a workshop.

Attorneys who fail to notify the clerk's office of a change of address may not receive notice of renewal dates, case hearings, trial dates or any other notice generated by the automated system.

To received orders and judgements within hours of their entry by fax you are required to complete an Authorization to Send Orders and Judgments by Facsimile Transmissions. This form is available at the Clerk's Office or on the court's Web Site [www.txs.uscourts.gov](http://www.txs.uscourts.gov).

Other information regarding admission of attorneys to the Bar for the Southern District of Texas can be found in the Local Rules of the United States District Court for the Southern District Texas at Civil Rule 83.1.